

From: [R6HarveyLSC](#)  
To: [R6HarveyInfo](#)  
Subject: FW: Demob - WILSON  
Date: Friday, September 22, 2017 9:56:22 AM  
Attachments: [ICS 221 - Demobilization Checklist Wenona Wilson.doc](#)

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From: Wilson, Wenona  
Sent: Friday, September 22, 2017 9:56:20 AM (UTC-06:00) Central Time (US & Canada)  
To: R6HarveyLSC  
Cc: R6HarveyInfo; R6HarveyDOCL@epa.gov.  
Subject: Demob - WILSON

Name: Wenona Wilson  
Field Supervisor: Sam Tates  
Demob Date: 9/23/17  
Lodging Info: Club Quarters, Houston

Yes	No	N/A	Copy this table and paste into your email
	x		I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
		x	I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
x			I generated hardcopy paperwork during my rotation.
x			All hardcopy paperwork has been turned into my immediate field supervisor <i>I put my notes in the doc box at the Houston Lab on 9/22/17</i>
x			I generated electronic files during my rotation.
x			All electronic files have been sent to <a href="#">R6HarveyDOCL@epa.gov</a> . <i>As instructed, all of my emails were copied to R6HarveyInfo@epa.gov</i>
x			I <b>will</b> complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to <a href="#">R6HarveyFSC@epa.gov</a> .
x			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

**NOTE:** Once you arrive back home, notify the Logistics Section- email to [R6HarveyLSC@epa.gov](#)

Wenona Wilson, Manager  
Tribal, Diesel and Indoor Air Unit  
EPA Region 10 Office of Air & Waste  
(206) 553-2148